



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

ABBREVIATIONS

Effective Date: February 2, 2004

Policy #: HI-01

Page 1 of 2

- I. PURPOSE:** To maintain terminology and abbreviation standards in documentation.
- II. POLICY:** Approved abbreviations and symbols may only be used when documenting in patient records and interpreting physician and dental orders. No other abbreviations are to be used in patient records.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. All professional, clinical, and direct care staff will use only abbreviations and symbols on the approved abbreviation list when documenting in the patient record.
- V. PROCEDURE:**
 - A. Only approved abbreviations and symbols will be used in documentation in patient records.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Medical Record Committee, Director of Nursing Services, Medical Director, Director of Treatment and Rehabilitation
- VIII. RESCISSIONS:** #HI-01, Abbreviations dated December 18, 2002; #HI-01, *Abbreviations* dated February 14, 2000; HOPP #HI-01-96-R, Abbreviations, dated February 3, 1994.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE:** February 2007
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Information Resources, Medical Record Committee.

ABBREVIATIONS	Page 2 of 2
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A. Approved Abbreviation List
B. DO NOT USE Abbreviation List

_____/_____/_____
Thomas Gray, MD Date
Medical Director

APPROVED ABBREVIATION LIST

Purpose: Approved abbreviations and symbols for use in documenting in patient records and interpreting orders.

A	assessment	approp	appropriate
AA	Alcoholics Anonymous	approx	approximately
AAOx3	awake, alert, oriented x person, place and time	appt	appointment
AAOx4	(add situation to AAOx3)	ASA	aspirin
AAA	Abdominal aortic aneurysm	ASAP	as soon as possible
AAMD	American association on mental deficiency adaptive behavioral scale	ASCVD	arteriosclerotic cardiovascular disease
AAMR	adaptive behavior scale - residential & community	ASHD	arteriosclerotic heart disease
abd	abdomen	AST	aspartate aminotransferase
ABE	adult basic education	AV	arteriovenous
ABG	Arterial Blood Gas	AVM	arteriovenous malformation
Abnl	abnormal	AVH	auditory & visual hallucinations
ac	before meals	AWOL	absent without leave
ACE-I	angiotensin converting enzyme inhibitor	ax	axillary
Ach	acetylcholine	AZT	zidovudine
ACL	anterior cruciate ligament	B, B/L	bilateral
ACLS	advanced cardiac life support	b.1980	born 1980
act	activities	BBB	bundle branch block
ADD	Attention Deficit Disorder	B-blocker	beta-blocker
ADHD	Attention deficit hyperactivity disorder	BCT	booklet category test
ADL	activities of daily living	BDH	Billings Deaconess Hospital
ad lib	as desired	BDI	Beck Depression Inventory
adm	admission	BF	boyfriend
ADR	adverse drug reaction	BID; bid	twice daily
Afib	atrial fibrillation	BKA	below knee amputation
AFO	ankle foot orthosis	BM	bowel movement
AH	auditory hallucination	BMI	body mass index
AIDS	acquired immune deficiency syndrome	BNT	Boston naming test
AIMS	abnormal involuntary movement scale	BOV	Board of Visitors
aka	also known as	BP	blood pressure
AKA	Above knee amputation	BPH	benign prostatic hypertrophy
Alb	Albumin	BPD	Borderline personality disorder
alc	alcohol	BPAD	Bipolar Affective Disorder
Alk Phos	alkaline phosphatase	BPRS	brief psychiatric rating scale
ALT	Alanine aminotransferase	BR	bathroom
A.M.	morning	BRP	bathroom privileges
A.M.A.	against medical advice	BSO	bilateral salpingo oophorectomy
amb	ambulatory	BTL	bilateral tubal ligation
amt	amount	BUN	blood urea nitrogen
ANA	antinuclear antibodies	BX	biopsy
APRN	Advance Practice RN	BZ	benzodiazepine
APP	Acute Psychiatric Program		

APPROVED ABBREVIATION LIST

c̄	with	COPD	chronic obstructive pulmonary disease
C	centigrade		
C+S	culture + sensitivity	c.p.	campus pass
CC	chief complaint	C-PAP	continuous positive airway pressure
Ca	calcium		
CA	cancer, carcinoma	CPK	creatine phosphokinase
CABG	coronary artery bypass graft	CPR	cardiopulmonary resuscitation
CAD	coronary artery disease	CRP	c-reactive protein
CAGE	alcohol screening test (Cut down, annoy, guilt, eye-opener)	Cr	creatinine
		CSF	cerebrospinal fluid
CAI	McGarry competency assessment inventory	C-section	Cesarean section
		C-spine	Cervical spine
cal	calorie	CTA	clear to auscultation
cath	catheter	CTAB	clear to auscultation bilaterally
caps	capsules	CV	cardiovascular
CAT;CT	computerized axial tomography	CVA	cerebrovascular accident
CBC	complete blood count	CVLT	California verbal learning test
CBT	cognitive behavior therapy	c/w	consistent with
CBZ	carbamazepine	CXR	chest x-ray
CDC	Centers for Disease Control & Prevention	CYP 450	cytochrome P450 enzymes
cdc	chemical dependency counselor	d	day
CHF	congestive heart failure	D&C	dilation and curettage
chol	cholesterol	D5NS	5% dextrose in normal saline
Cl	chloride	D5 2 NS	5% dextrose in 2 normal saline
CK	creatine kinase	D5LR	5% dextrose in lactated ringers
Cluster A	paranoid, schizotypal, schizoid personality disorders	D5W	5% dextrose and water
Cluster B	antisocial, borderline, histrionic, narcissistic personality disorders	d.1980	died 1980
Cluster C	avoidant, dependent, obsessive-compulsive personality disorders	D ₁ , D ₂	dopamine receptors (1, 2)
		DA	dopamine
cm	centimeter	DAP	draw-a-person test
CMG	cystometrogram	DAT	dementia, Alzheimer's type
CMHP	certified mental health professional	DBT	dialectical behavior therapy
CMS	Centers for Medicare & Medicaid Services	D/C; dc; d/c	discontinue
		DDAVP	desmopressin
c/o	complaining of	Dec	Decanoate
CMP	comprehensive metabolic panel	Delus	delusions
CMV	cytomegalovirus	DID	dissociative identity disorder
CN	cranial nerve	diff	differential
CNS	central nervous system	DIP	distal interphalangeal
CO ₂	Carbon dioxide	disch	discharge
C.O.	copied orders	DJD	degenerative joint disease
CO. Det.	court order detention	dl	deciliter
COE	court order evaluation	DM	diabetes mellitus
conc	concentrate	DNR	Do Not Resuscitate
cont	continue	D.O.	doctor of osteopathy
		disorder	
		DOB	date of birth

APPROVED ABBREVIATION LIST

DOE	dyspnea on exertion	F	fahrenheit
DPHHS	Department of Public Health & Human Services	FAS	controlled oral word association test
Dr.	doctor	FBS	fasting blood sugar
dr()	dram	FC	food center
DRS	Dementia Rating Scale	FDA	Food & Drug Administration
drsg	dressing	Fe	iron
ds, DS	double strength	FHx	family history
DSM	diagnostic & statistical manual of mental disorders	Forer	Forer structured sentence competition test
DT	diphtheria, tetanus toxoid	FP	family practitioner
DTR↔	deep tendon reflexes	FRB	Forensic Review Board
DT↔	delirium tremens	freq	frequent
DUI	driving under influence of alcohol	FROM	Full range of motion
DVT	deep vein thrombosis	FSA	forensic security area
d/w	discussed with	FSH	follicle stimulating hormone
Dx	diagnosis	ft	feet
		FT	full-time
		FTA	fluorescent treponemal antibody
		FTI	Free thyroxine index
		FTP	Forensic Treatment Program
EC	enteric coated	f/u	follow-up
ECT	electroconvulsive therapy	FUO	fever of unknown origin
ED	emergency detention	Fx	fracture
EGD	esophagogastroduodenoscopy	FYP	Front yard pass
EDS	excessive daytime sedation (sleepiness)		
EEG	electroencephalogram	G	gravid, gravida
EENT	eye-ear-nose-throat	GAD	Generalized anxiety disorder
e.g.	for example	GAF	Global assessment functioning
EKG, ECG	electrocardiogram	GABA	gamma aminobutyric acid
elix	elixir	GBMI	guilty but mentally ill
EM. DET.	emergency detention	GC	gonococcus, gonorrhea
EMG	electromyography	g/c	geri-chair
Endo	endocrine	GDS	geriatric depression scale
ENT	ear, nose, throat	GERD	Gastroesophageal reflux disease
EOMI	extraocular movement intact	GGT	gamma glutamyl transferase
Eos	eosinophils	GF	grandfather, girlfriend
Epi	epithelial cells	GH	group home
ERCP	endoscopic retro cholangiopancreatogram	GM	grandmother
ER	emergency room	G.I.	gastrointestinal
EPS	extra pyramidal symptoms	Gm	gram
ES	extra strength	gr	grain
ESR	erythrocyte sedimentation rate	GSW	gunshot wound
et	and	GTP	Geriatric Treatment Program
etoh	alcohol	gtt	drop
eval	evaluation	G.U.	Genito-urinary

APPROVED ABBREVIATION LIST

5HT	serotonin	IL	independent living
5HT2	serotonin 2 receptor	IM	intramuscular
H+	hydrogen ions	IMRB	Involuntary Med Review Board
HA	Headache	incont	incontinent
halluc	hallucination	INF	inferior
HbcAB	Hepatitis B core antibody	info	information
HBsAb	Hepatitis B surface antibody	INH	isoniazid
HBsAg	Hepatitis B surface antigen	in-pt	inpatient
HCFA	healthcare financing administration	INR	international normalized ratio
HCO ₃	bicarbonate	Invol.	involuntary commitment, involuntary
Hct	hematocrit	IOL	intraocular lens
HCTZ	hydrochlorothiazide	IOP	intraocular pressure
HD	Huntington's Disease	I & O	input & output
HDL	high density lipoprotein	IQ	intelligence quotient
HEENT	head, eyes, ears, nose & throat	irreg.	irregular
Hep A, B, C	Hepatitis A, B, C	ITP	Intensive Treatment Program
Hgb	hemoglobin	IU	international unit
HgbA1C	Hemoglobin A1C	IUD	intrauterine device
H/H	hemoglobin/hematocrit	IUP	intrauterine pregnancy
HI	homicidal ideation	IV	intravenous
HIV	human immunodeficiency virus	IVF	IV fluids
HLA	human leukocyte antigen	IVP	intravenous pyelogram
HOB	head of bed	IVPB	intravenous piggy-back
H/O	History of		
HPA	hypothalamic pituitary-adrenal Axis		
HPI	history of present illness	JVD	Jugular venous distention
HPF	high powered field	JVP	Jugular venous pulse/pulsation
HPV	human papillomavirus		
HRT	hormone replacement therapy		
H ₁ H ₂	histamine receptors 1, 2		
H ₂ O	water		
H ₂ O ₂	hydrogen peroxide	K	potassium
H & P	history & physical	Kg	kilogram
hr	hour	KUB	kidney, ureter, bladder
H.S.	hour of sleep		
ht.	height		
HTN	hypertension		
HV	home visit		
Hx	history		
I	independent	L	liter
I&D	incision and drainage	L; lt	left
IBS	irritable bowel syndrome	LA	left atrium
IBW	ideal body weight	L.D.	learning disability
IDDM	insulin-dependent diabetes mellitus	LBBB	left bundle branch block
i.e.	that is	lab	laboratory
IIT	inter institutional transfer	lb.	pound
IHS	Indian Health Service	LDH	lactate dehydrogenase
I/J	insight/judgement	LDL	low density lipoprotein
		LE	lower extremity
		LFT	liver function test
		Li	Lithium
		LiCo3	Lithium Carbonate
		liq.	liquid
		LLL	left lower lobe

APPROVED ABBREVIATION LIST

LLQ	left lower quadrant	MMHNCC	Montana Mental Health Nursing
LML	left middle lobe		Care Center
LMP	last menstrual period	MMPI-2	Minnesota Multiphasic Inventory-2nd
LOS	length of stay		edition
LP	lumbar puncture	MMPI-FAM	Minnesota Multiphasic Inventory-
L.P.N.	licensed practical nurse		FAM
LR	lactated ringers	MMSE	mini-mental status exam
L-spine	lumbar spine	mod	moderate
LS-spine	lumbosacral spine	MOM	milk of magnesia
LUL	left upper lobe	mono	monocyte
LUQ	left upper quadrant	movt	movement
LV	left ventricle	MR	mental retardation
LVH	left ventricular hypertrophy	MRI	magnetic resonance imaging
lymphs	lymphocytes	MS	multiple sclerosis
lytes	electrolytes	MSE	mental status exam
		MSH	Montana State Hospital
m	meter	mtg	meeting
MAOI	monoamine-oxidase inhibitor	MVA	motor vehicle accident
MAR	Med Administration Records	MVI	multivitamin
MAST	Michigan alcohol screening test	MVP	mitral valve prolapse
max	maximum		
MCDC	Montana Chemical Dependency	NA	not applicable
	Center	Na	sodium
mcg	microgram	NAD	no acute distress
MCH	mean corpuscular hemoglobin	NAMI	National Alliance for the Mentally Ill
MCHC	mean corpuscular hemoglobin	NART	national adult reading test
	concentration	NAS	no added salt
MCM	Medical Control Module	n/c	nasal canula
MCMI-II	Millon Clinical Multiaxial	NE	norepinephrine
	Inventory-II	neb	nebulizer
MCMI-III	Millon Clinical Multiaxial	NGMI	not guilty mentally ill
	Inventory-III	NGT	nasogastric tube
MCP	metacarpal phalangeal joint	NH	nursing home
MCV	mean corpuscular volume	NIDDM	non-insulin dependent diabetes
MD	medical doctor		mellitus
MDC	Montana Developmental Center	NIH	National Institute of Health
MDD	major depressive disorder	NKA	no known allergies
MDI	meter dose inhaler	NKDA	no known drug allergies
Med	medical	NKFA	no known food allergies
meds	medications	nl	normal
meq	milliequivalents	NMDA	N-methyl-D-aspartate
meth	methamphetamine, crank	N/V	nausea & vomiting
Mg	magnesium	neg	negative
mg	milligram, magnesium=	neuro	neurological
MI	myocardial infarction	NG	nasogastric
min	minute	NMS	neuroleptic malignant syndrome
misc.	miscellaneous	no.	number
ml	milliliter	noc; noct	night
mm	millimeter	NOS	not otherwise specified
mmol	millimole	NPO	nothing by mouth
MSP	minimal suicide precautions, or	NPR	nurse patient relationship
	Montana State Prison	NREM	non-REM

APPROVED ABBREVIATION LIST

NS	normal saline		gastrostomy
NSAIDS	non-steroidal anti-inflammatory drugs	per	by; through
NSR	normal sinus rhythm	PERRL	pupils equal, round, reactive to light
NWB	non-weight bearing	PERRLA	pupils equal, round, reactive to light & accommodation
O	objective(s)	PET	positron emission tomography
O ₂	oxygen	PFT	pulmonary function test
O ₂ sat	oxygen saturation	phos	phosphorous
OA	osteoarthritis	PI	paranoid ideation
occ	occasionally	PID	pelvic inflammatory disease
OCD	obsessive compulsive disorder	pkg	package
oint	ointment	PKU	phenylketonuria
OOB	out of bed	Plt	platelets
O & P	ova & parasites	P.M.	afternoon
OPHTH	ophthalmology	PMH	past medical history
ORIF	open reduction internal fixation	PND	paroxysmal nocturnal dyspnea
ortho	orthopedic	P.O.	phone order
O.T.	occupational therapy	po	by mouth
OTC	over the counter	PO4	phosphate
Out-pt	out-patient	pos	positive
Ox	oriented times	post-op	after operation
oz.	ounce	PPD	purified protein, derivative; screening for tuberculosis
		PPE	personal protective equipment
		PPT	person, place, time
		PPV	pre-placement visit
		pre-op	before operation
		prep	preparation
p	after	PRN;prn	as necessary; as needed
P	pulse, plan	PROM	passive range of motion
P-450	cytochrome enzyme P-450	PRU	Psychosocial Rehabilitation Unit
PAC	premature atrial contraction	PSA	prostatic specific antigen
PACT	Programs of Assertive Community Treatment	PTC	Pathways Treatment Center
PAI	personality assessment inventory	PTSD	post traumatic stress disorder
PANDAS	pediatric autoimmune neuropsychiatric disorder	pt.	patient
PAP Smear	Papanicolaou Smear	P.T.	physical therapist, psych tech, part-time, prothrombin time
para	indicating a woman of so many living children	PTA	prior to admission
PASAT	paced auditory serial addition task	PTT	partial prothrombin time
PAT	paroxysmal atrial tachycardia	PUD	peptic ulcer disease
path	pathology	pulm	pulmonary
p/c	phone call	PVC	premature ventricular contraction
p.c.	after meals	PVD	peripheral vascular disease
PCN	Penicillin	PVR	post void residual
PCP	phencyclidine	PWB	partial weight bearing
PD	Personality Disorder	q	every
PDD	pervasive developmental disorder	q A.M.	every morning
PDR	Physician's Desk Reference	q h	every hour
P.E.	physical exam, pulmonary embolism	q hs	every hour of sleep
PEG	percutaneous endoscopic	qs	quantity sufficient
		QID; qid	four times a day

APPROVED ABBREVIATION LIST

R	respiration	SCT	sentence completion test
R; rt	right	SCT-Booklet	
RA	rheumatoid arthritis, right atrium	Format	Short category test-booklet format
RAVLT	Rey auditory-verbal learning test	SCUT	Schizophrenia, chronic, undifferentiated type
RBBB	right bundle branch block	SE	side effects
RBC	red blood count	sed rate	erythrocyte sedimentation rate
R/C	recommitment	SEM	systolic ejection murmur
RCC	return court custody	SGOT	serum glutamic oxalacetic transaminase
R-CRAS	Rogers criminal responsibility assessment scale	SGPT	serum glutamic pyruvic transaminase
R.D.	registered dietitian	S.H.	social history, social assessment
RE, re	regarding	Shipley	Shipley institute of living scale
reg	regular	SI	suicidal ideation
Res. Emp	resident employment	SIADH	syndrome of inappropriate antidiuretic hormone
rehab	rehabilitation	SIB	self-injurious behavior
REM	rapid eye movement	SIRS	structured interview of reported symptoms
resp	respiratory	SIT	Slosson intelligence test
retics	reticulocytes	SLE	systemic lupus erythematosus
Rey-O	Rey-Osterrieth complex figure	SLR	straight leg raise
RIA	radioimmunoassay	Sm	small
RL	ringers lactate	SMP	self-mutilative precautions
RLL	right lower lobe	SO	salpingo oophorectomy, sex offender
RML	right middle lobe	SOB	shortness of breath
RLQ	right lower quadrant	sol	solution
R.N.	registered nurse	SOP	sex offender program
RO	reality orientation	S/P	status post
R/O	rule out	spec.	specimen
ROM	range of motion	SQ, subq	subcutaneous
Rorschach	Rorschach inkblot test	SR	sustained release
ROS	review of systems	S/R & R	seclusion room & restraints
Rotter	Rotter incomplete sentence blank	S/S	signs and symptoms
RPR	test for syphilis	ss	one half
RRR	regular rate and rhythm	SS	social security
RT	recreational therapist	SSP	strict suicide precautions
RUQ	right upper quadrant	SSRI	selective serotonin reuptake inhibitor
RSD	reflex sympathetic dystrophy	SSE	soap suds enema
R/T	related to	SSI	supplemental security income
RUL	right upper lobe	staph	staphylococcus
RVH	right ventricular hypertrophy	STAT	immediately
Rx	prescription, to take, to treat by	STD	standard, sexually transmitted disease
Rxn	reaction	strep	streptococcus
S	subjective	STSG	split thickness skin graft
ÿ	without	subq	subcutaneous
SA	substance abuse	sulfa	sulfonamides
SaO ₂	oxygen saturation	Sup	superior
Schiz	schizophrenia	supp	suppository

APPROVED ABBREVIATION LIST

Sx	symptoms	UA, U/A	urinalysis
SY	surgery	UE	upper extremity
SZ	seizure	UL	upper lobe, unauthorized leave
		ULP	unauthorized leave precautions
		UPPP	uvulopalatopharyngoplasty
T	temperature	URI	upper respiratory infection
T2	half-life	US	ultrasound
T3	liothyronine, Cytomel, triiodothyronine	UTI	urinary tract infection
		UTP	unfit to proceed
T3U	T3 uptake		
T4	Levothyroxine, Synthroid	VA	veterans= administration
T&A	tonsillectomy & adenoidectomy	vag	vaginal
tab	tablet	VDRL	venereal disease research lab test
TAH	total abdominal hysterectomy	VF	visual field
TAHBSO	total abdominal hysterectomy, bilateral salpingo oophorectomy	Vfib	ventricular fibrillation
		VH	visual hallucinations
TAT	thematic apperception test	Vit.	vitamin
TB	tuberculosis	V.O.	voice order
TBI	traumatic brain injury	Voc Ind	vocational industry
TC	thought content	Vol.	voluntary commitment, voluntary
TCC	temporary (to) court custody	VPA	Valproic Acid
TCU	Transitional Care Unit	VS	vital signs
TD	tardive dyskinesia	VSS	vital signs stable
Tbsp	tablespoon	VT	vocational therapy
TCA	tricyclic antidepressant	V Tach	ventricular tachycardia
TCC	transfer (to) court custody		
THC	tetrahydrocannabinol		
TIA	transient ischemic attack	w/	with
TIBC	total iron binding capacity	WAIS-R	Wechsler adult intelligence scale- revised
TENS	transcutaneous electrical nerve stimulation	WAIS-III	Wechsler adult intelligence scale - 3rd edition
TID; tid	three times a day	w/o	without
TKO	to keep open	WB	weight bearing
TLE	temporal lobe epilepsy	WBAT	weight bearing as tolerated
TM	tympanic membrane	WBC	white blood count
TMJ	temporomandibular joint	w/c	wheelchair
TNTC	too numerous to count	WCC	Women's Correctional Center
TO	time out	WCST	Wisconsin card sorting test
tox	toxicology	W/D	withdrawal
TP	treatment plan	WFL	within functional limits
TPR	temperature, pulse, respirations	wk	week
Trach	tracheostomy	WMS	Wechsler memory scale
TRH	thyroid releasing hormone	WMS-R	Wechsler memory scale - revised
TSH	thyroid stimulating hormone	WMS-III	Wechsler memory scale 3rd edition
T-spine	thoracic spine	WNL	within normal limits
tsp	teaspoon	WNWD	well-nourished, well-developed
		WRAT-3	wide range achievement test- 3rd edition
TURP	transurethral resection prostate	wt.	weight
TVH	total vaginal hysterectomy	W/U	workup
Tx	treatment, therapy		
Td	tetanus, diphtheria toxoid		

APPROVED ABBREVIATION LIST

		<u>SYMBOLS</u>	
\bar{x}	except	α	alpha
		2^0	secondary
		#	pounds
y/o	year-old	~	approximately
yr	year	?	psych
		T	check
		@	at
		1:1; 1 to 1	one to one
		%	male
		&	female
		9	down; decreased
		8	up; increased
		-	negative
		+	positive
		=	equal to
		...	not equal
		%	percent
		E	degree, hours
		?	question of; questionable
		"	inches, seconds
		'	foot, minutes
		:	ratio (is to)
		Δ	delta, change
		^	therefore
		f	pheno
		f B	phenobarbital
		Ø	none, no, absent
		x	times
		m	micro

DO NOT USE ABBREVIATION LIST

<	less than
>	greater than
µg	microgram
A.S.	left ear
A.D	right ear
A.U.	both ears
c.c.	cubic centimeter
D/C	discharge
MS	morphine sulfate
MSO ₄ , MgSO ₄	magnesium sulfate
O.S.	left eye
O.D.	right eye
O.U.	both eyes
Q.D.	once daily
Q.O.D.	every other day
S.C. or S.Q.	subcutaneous
T.I.W.	three times a week
Trailing Zero	(X.0 mg)
Lack of leading zero	(.X mg)
U	unit